



**Town of Allenstown**  
**Town Administrator**  
**16 School Street**  
**Allenstown, NH 03275**  
**603-485-4276 ext. 5**  
**ta@allenstown.org**

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SELECT BOARD  
REGULAR MEETING<sup>1</sup> AGENDA

Monday, 6:00<sup>2</sup> o'clock p.m., May 20th, 2013

**CITIZENS' COMMENTS.** This agenda item is for the people of Allenstown to comment about matters of public interest. For matters that require action by the Board, please contact the Town Administrator at (603) 485-4276 for additional time or an appointment at a future meeting.

**REGULAR BUSINESS.** Agenda items must be submitted to the Town Administrator by Noon on the Wednesday before the Board's Regular Meeting.

- Public Hearing-Review and approval of the Safety Policy and Payroll Policy
- Meet with representatives of Hoyle & Tanner to discuss engineering contract.
- Monthly department reports.
- Discuss guidance to department heads for the preparation of the 2014 budget.
- Review personnel evaluations.
- Discuss re-organization of the Welfare function.
- Discuss & approve amended job descriptions for Town Administrator and Health Officer.
- Re-codify CO 215 Mailbox Ordinance to CO 216 to remedy conflicting numbers.
- Discuss Resolution of the Theodore Ave. sidewalk complaint
- Non-Public Session in accordance with the provisions of RSA 91-A:3, II (a)
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**COMMITTEE AND PROJECT UPDATES**

**TOWN ADMINISTRATOR'S REPORT.**

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<sup>1</sup> The Select Board reserves the right to hold any non-public session during the Regular Meeting, whether noted on the Agenda or not. Notice of a non-public session on an agenda is for planning purposes only. The citations to the Right-to-Know Law, set out at NH RSA 91-A, are provisional and may be revised as circumstances require.

<sup>2</sup> Any time noted on an agenda is approximate only, and may not reasonably create an expectation that an item will be reached at that time. Items are normally taken up in the order in which they appear unless modified by the Select Board. New business is not considered after 9:00 p.m.

- Ratify Manifests: May 16, 2013 \$30,632.21
- Ratify Consent Calendar: May 20, 2013
- Review Minutes: May 13, 2013 public minutes, May 13, 2013 non-public minutes

**NOTICES REGARDING THE CONDUCT OF THE MEETING.**

- Meetings may be electronically recorded in any manner for the purpose of preparing written minutes. A record of the meeting is available for public inspection not later than five (5) business days after the meeting, as required by RSA 91-A:2, II. Minutes are ordinarily approved at the next Regular Meeting of the Board.
- If you require accommodations under the Americans with Disabilities Act of 1990 (as amended), please contact the Town Administrator by telephone (603-485-4276) or email ([ta@allentown.org](mailto:ta@allentown.org)).